



Hurricane Fence Company provides an exceptional range of fence solutions for all scales of Residential, Commercial and Government fence installation projects. With over one hundred years of collective experience, we've earned a reputation as a Top Regional Fence Contractor for Virginia, North Carolina, Maryland, and Washington DC. We take immense pride in all of our fence installations, from the smallest urban residential fence project to high security up and down the eastern seaboard of the United States.

We are currently seeking to fill the role of AP Specialist within our accounting department. As part of a small, family-oriented company, our employees typically wear many hats, and this role is no exception. The AP Specialist will have primary responsibility for the weekly processing of Accounts Payable, and associated cash management. The accountant will also work closely with the project manager assistants to ensure proper job cost accounting, and will report to the Senior Accountant.

#### **Responsibilities:**

##### **Communicate with Project Managers and Clients to collect receivables:**

- Review WIP for underbilling
- Maintain customer data in Sage - uniform billing language
- Research billing errors / omissions (checks without remittance)
- Process invoices per terms
- Call on past due receivables and escalate as necessary
- Courtesy call to check on adequacy of billing documents
- Prompt call back on due date and routinely thereafter
- Maintain relationship with repeat customers

##### **Weekly processing of AP Invoices:**

- Key invoices with proper GL and JC code
- Reconcile and key credit card statements
- Manual and electronic filing
- Review vendor statements for accuracy in coding, accruals, discounts, and timely payment
- Aid in 1099 reporting
- Perform Month-End closing processes timely and accurately
- General office duties including answering phones and filing

#### **Qualifications:**

- Job Cost accounting experience preferred



- Excellent communication skills
- Proficiency with Microsoft Excel
- Sage 100 experience preferred

Hurricane Fence is an Equal Employment Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other characteristic protected by law.

Job Type: Full-time

Pay: \$15.00 - \$20.00 per hour

COVID-19 considerations:

Non-employees are not permitted to enter workplace.